



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-PM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5/4/83	1. Agency Address Georgia Ports Authority Trade Development - Marketing Services Post Office Box 2406 Savannah, Georgia 31402	Application Number 83-834	
Application Number 105		Date Received MAY 23 1983	Date Completed JUN 7 1983
2. Person to Contact Becky Collins		Working Title Executive Secretary	Telephone Number 912-964-3887
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978 Latest Current		5. Records Series Title (followed by title used in office; if different) Construction Projects - Reference File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Marketing Services Department of the Trade Development Division is involved with trade research, development and sales functions of the Authority including marketing analyses. Assists the Director of Trade Development in the development and coordination of sales plans from marketing analyses and leads submitted by the sales force.			
7. Record Series Description Documents relating to:  Included are:  File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Construction projects completed by the Georgia Ports Authority.  Correspondence and literature relating to specific projects.  Alphabetically by name of project.	
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>3+</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	<input checked="" type="checkbox"/>	a. Is this the official copy of the series? If not, where is it? Engineering Division
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	<input checked="" type="checkbox"/>	c. Is this a vital record?
<input checked="" type="checkbox"/>		d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Engineering Division
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 9 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retain an overview of the Ports' recent construction growth.

### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☒ Transfer to local holding area, hold 7 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5/18/83	<i>[Signature]</i>	5-4-83
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<i>[Signature]</i> 6-6-83
		Secretary of State/Designee	<i>[Signature]</i> 6-11-83
		Attorney General/Designee	<i>[Signature]</i> 6-9-83